

prevention - protection - enforcement



EMT
Student
Workbook

The Office of Emergency Medical Services has adopted the US Department of Transportation National Education Standards EMT as the foundational course of study for all EMT Candidates in the State of South Dakota. This course will provide you with the knowledge and skills to provide quality pre-hospital care to the sick and injured.

This workbook has been produced to assist you in understanding the course requirements along with preparing you for the National Registry written and practical examinations. The Office of EMS wishes you the best of luck and welcomes you into the rewarding world of Emergency Medical Services.

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Chapter 1: State EMS Staff & Responsibilities

Congratulations on your decision to enter into the world of EMS by becoming an Emergency Medical Technician. EMS is a rewarding profession that requires a special person with dedication, compassion and an overwhelming amount of self-sacrifice.

The EMS Office is part of the Department of Public Safety and consists of 6 staff members located in Pierre, Sioux Falls, and Rapid City to best serve the EMS system in South Dakota. During your course of study we will provide you with, not only the information contained within this handbook, but visit your class at the beginning and close to the conclusion of your class. In the opening class we will review information contained within this handbook, complete registration paperwork, and review not only your responsibilities but that of your instructor and the state. During the class closing session you will be given instruction on the National Registry written and practical examination process and answer any last minute questions to better prepare you for the final examination.

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EMT Student Workbook

Included within this document are staff listings and contact information, state guidelines and applicable laws, hospital observation guidelines, class and preceptor evaluations and National Registry practical exam documents that will assist you during your practical sessions during this course. You will need to keep this document handy and bring it with you during your course up to the final examination as it has important information that will be beneficial to you.

EMS Applicable Laws

South Dakota has specific Administrative Rules and Codified Laws regarding the operation of ambulance services, levels of EMS providers, and functions each level can provide. You will need to become familiar with these laws as you become an EMT and start to work on an ambulance service.

Administrative Rules and Codified Laws can be found on our website at http://dps.sd.gov/emergency services/emergency medical services under EMS Laws.

Ambulance Radio and Trip Reports

When you become an EMT and start to work for an ambulance service you will be tasked with the responsibility to radio into the hospital and give a report which will describe the initial call, patient presentation, initial condition, care rendered and final condition of the patient to the receiving hospital. Trip reports are done after the call and entered into a computer based program that provides the State EMS Office with valuable information regarding the calls throughout the state. To view a trip report go to http://dps.sd.gov/emergency_services/emergency_medical_services under Forms and Applications.

Suspected Child Abuse and Neglect (SCAN) Introduction

At one time, people thought child abuse was a rare phenomenon; but it is a complex social and health problem that seems increasingly common and more often fatal. The seeming worsening of the problem may be due to increased awareness and reporting. Even so, the problems of abuse and neglect are still thought to be more serious than the statistics indicate. Child abuse is progressive, that is, the child may be continually abused with increasing severity, until death ultimately results. Child abuse can occur in any family and is found at all socioeconomic levels. Child abuse can take several different forms, often occurring in combination. Forms of child abuse include; psychological, physical and sexual abuse/neglect.

Definitions:

The legal definition of child abuse or neglect is outlined according to South Dakota Codified Law as: 26-8A-2. Abused or neglected child defined. In this chapter and chapter 26-7A, the term, abused or neglected child, means a child:

(1) Whose parent, guardian, or custodian has abandoned the child or has subjected the child to mistreatment or abuse:

- (2) Who lacks proper parental care through the actions or omissions of the child's parent, guardian, or custodian;
- (3) Whose environment is injurious to the child's welfare;
- 4) Whose parent, guardian, or custodian fails or refuses to provide proper or necessary subsistence, supervision, education, medical care, or any other care necessary for the child's health, guidance, or well-being;
- (5) Who is homeless, without proper care, or not domiciled with the child's parent, guardian, or custodian through no fault of the child's parent, guardian, or custodian;
- (6) Who is threatened with substantial harm;
- (7) Who has sustained emotional harm or mental injury as indicated by an injury to the child's intellectual or psychological capacity evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior, with due regard to the child's culture;
- (8) Who is subject to sexual abuse, sexual molestation, or sexual exploitation by the child's parent, guardian, custodian, or any other person responsible for the child's care;
- (9) Who was subject to prenatal exposure to abusive use of alcohol or any controlled drug or substance not lawfully prescribed by a practitioner as authorized by chapters 22-42 and 34-20B; or
- (10) Whose parent, guardian, or custodian knowingly exposes the child to an environment that is being used for the manufacture, use, or distribution of methamphetamines or any other unlawfully manufactured controlled drug or substance.

Recognition

There are times you will treat an injured child and never realize that he or she has been abused. However, there are certain indications that abuse may be occurring in or outside the home. It is the responsibility of the EMT to be aware of the many signs and symptoms of child abuse and neglect. This can be accomplished through proper training and continuing education in relevant areas. Common things to be aware of are:

- Slap marks, bruises, abrasions, lacerations, and incisions of all sizes and with shapes matching the item used. You may see wide welts from belts, in looped shapes from cords, or in the shape of a hand from slapping. You may find swollen limbs, split lips, black eyes, and loose or broken teeth. Often the injuries are to the back, legs, and arms. The injuries may be in various stages of healing as evidenced by different colored bruises.
- Broken bones are common and all types of fractures are possible. Many battered children have multiple fractures, often in various stages of healing, or have fracture-associated complications.
- Head injuries are common with concussions and skull fractures being reported.
 Closed head injuries occur to many infants and small children who have been severely shaken (Shaken Baby Syndrome). Indications of shaking an infant include a bulging fontanelle due to increased intracranial pressure from the
- bleeding of torn blood vessels in the brain, unconsciousness, and typical signs and symptoms of head and brain injury.

- Abdominal injuries include ruptured spleens, livers, and lungs lacerated by broken ribs. Internal bleeding from blunt trauma or punching and lacerated or avulsed genitalia.
- Bite marks may be present showing the teeth size and pattern of the adult mouth.
- Burn marks that are small and round from cigarettes; "glove" or "stocking" burn
 marks from dipping in hot water; burns on buttocks and legs (creases behind the
 knees and at the thighs are protected when flexed); and demarcation burns in the
 shape of an iron, stove burner or other hot utensil are frequently found.
- Many different types of injuries to both sides or to the front and back of the body.
 This gains even more importance if the adults on the scene keep insisting that the child "falls a lot."
- Fear on the part of the child to tell you how the injury occurred. The child may seem to expect no comfort from the parents and may have little or no reaction to pain.
- Repeated responses to provide care for the same child or children in a family.
 Remember that in areas with many hospitals you may see the child more frequently than any one hospital.
- Indications of past injuries. This is why you must do a physical examinations and why you must remove articles of clothing. Pay special attention to the back and buttocks of the child.
- Poorly healing wounds or improperly healed fractures. It is extremely rare for a child to receive a fracture, be given proper orthopedic care, and then show angulations or large "bumps" and "knots" of bone at the "healed" injury site.
- Indications of past burns or fresh bilateral burns. Children seldom put both hands on a hot object or touch the same hot object again (true, some do...this is only an indication, not proof). Some types of burns are almost always linked to child abuse, such as cigarette burns to the body and burns to the buttocks and lower extremities that result from the child being dipped in hot water. The parental care giver at the scene, who does not wish to leave you alone with the child, tells conflicting or changing stories, overwhelms you with explanations of the cause of the injury, or faults the child may rouse your suspicions and cause you to assess the situation more carefully.

Reporting

Although you as an EMT are not legally required to report suspected cases of child abuse or neglect, you do have a moral and professional obligation to do so. We as EMT's are at times the only outside contact a child suffering from abuse or neglect may have. Remember, it is not an EMT's responsibility to determine if an individual child is

actually suffering from abuse or neglect; however, it is an EMT's moral and professional duty to report the suspected neglect or abuse to law enforcement or a hospital medical staff member. The following excerpt is the state law requiring specific individuals to report suspected child abuse or neglect.

SDCL 26-8A-3. Persons are required to report child abuse or neglected child - intentional failure is a misdemeanor. Any physician, dentist, doctor of osteopathy, chiropractor, optometrist, mental health professional or counselor, podiatrist, psychologist, religious healing practitioner, social worker, hospital intern or resident, parole or court services officer, law enforcement officer, teacher, school counselor, school official, nurse, licensed or registered child welfare provider, employee or volunteer of a domestic abuse shelter, chemical dependency counselor or coroner, who have reasonable cause to suspect that a child under the age of eighteen has been abused or neglected as defined in 26-8A-2 shall report that information in accordance with 26-8A-6, 26-8A-7 and 26-8A-8. Any person who intentionally fails to make the required report is guilty of a Class I misdemeanor. Any person who knows or has reason to suspect that a child has been abused or neglected as defined in 26-8A-2 may report that information as provided in 26-8A-8.

Conclusion

Child abuse deaths occur in greatest numbers among infants, followed by toddlers, and preschool children. Children younger than 6 years of age are most vulnerable to abuse because of their small size, incomplete verbal skills, and limited contact with adults other than their primary caretakers. Lack of adequate infant and child death investigation is an impediment to preventing illness, injury, and death of other children at risk. Collaboration between agencies enhances the ability to determine accurately the cause and circumstances of death or injuries. Information about the death or injuries of one child may lead to preventative strategies to protect the life of another.

Communicable Disease Prevention

It is important that every person within the health care community afford themselves protection when it comes to communicable diseases. A common concern of the EMT is Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS) and Hepatitis B. These seem to cause the most concern; however, contact with any communicable disease is a serious risk. Consider that you put not only yourself at risk, but also family and friends who may become exposed through contact with you! Your own health and safety must be your first consideration. Medical Directors cannot force you to take protective measures; however, if you neglect to take proper precautions after being advised of the dangers, you bear the responsibility for the consequences of your own actions. This may include the financial responsibilities.

Services will provide you with some type of hand protection. Gloves, even though uncomfortable and inconvenient, provide a first line of defense against infection. Most contact with an infected patient that causes problems for EMS personnel comes from

contact with your hands. Therefore, it is extremely important that you glove up before you pull up, properly dispose of used gloves after a run, and then thoroughly wash your hands.

Additional protection that helps keep you at minimal risk is safety glasses and a mask. However, some situations may make them a hindrance to patient care. It is suggested

that they be available for your use and that you exercise good judgment as to using them to provide yourself at least minimal protection when splatters of body fluids may occur (extrications, etc.).

Remember these important principles:

- 1. Don't become part of the problem, remain part of the solution.
- 2. Error on the side of safety.

Your safety is more important than your patients safety - without you, they have no care or protection. Remember to <u>GLOVE UP</u> before you <u>PULL UP</u> and if the situation dictates, provide yourself eye and respiratory protection. Again, it is worth repeating that it is extremely important that after an ambulance run used gloves are disposed of properly and your hands are thoroughly washed.

If you would like additional training concerning facts and myths in dealing with communicable diseases, contact the nearest Rural Health Education Center or the South Dakota Department of Health http://doh.sd.gov or the CDC at http://www.cdc.gov/.

Chapter 2: Student Responsibility and Clinical Requirements

This chapter contains information that will assist you in your preparation to the final examination along with score sheets from the National Registry of Emergency Medical Technicians and a scenario based triage accident.

Check List

The EMS Office requires that all EMT candidates complete a series of tasks prior to taking the final examination. Some of these items you will need to show proof of to your instructor prior to receiving your course completion certificate. Others you will be required to bring with you to the examination.

Items to complete and turn in to your instructor:

- National Registry application and fee (\$70)
 - 1. Log on to www.nremt.org and create your account
 - 2. Create a New Application
 - 3. Pay Application Fee
 - 4. See page 41 for detailed instructions
- Hospital/Ambulance observation form
- Preceptor evaluation form
- Vital Sign evaluation form
- Patient Assessment form

Items to bring and/or turn in at exam site:

- Valid Photo ID
- Course evaluation form

Instructor Courtesy in the Classroom

EMT classes typically have one class coordinator who oversees the course as a whole, some will have instructors come in and teach a portion or topic that they specialize in. Instructors put a tremendous amount of time and energy into courses before they even step into the classroom. A classroom is a formal setting in which both instructors and students both have rights and responsibilities, should respect each other, and they both should do all they can to help the educational process achieve its maximum effectiveness. There are several basic forms of etiquette that most people know, the

items below may be a review for many but please keep them under consideration throughout your course of study:

- Attendance-you are only afforded 3 absents per the State EMS Office throughout the entire course. Special considerations apply to situations beyond your control and are handled on an individual basis through your lead instructor.
- Promptness-due to the amount of material and the normal duration it is imperative
 that you be in the classroom and ready for class before the starting time.
 Tardiness is an unacceptable behavior. Your instructor will provide you with their
 rules at the beginning of the course.
- Breaks-instructors are very good about scheduling breaks. Typically you will take
 a break every hour during the classroom portion but this is up to the lead instructor
 to set. If there is an emergency, politely excuse yourself from the class.
- Class Ambience-distractions can be very hindering to the classroom; therefore, please refrain from talking out of turn, talking to other students, or arguing with the instructor.
- Classroom Interaction-ideally there is interaction between the students and the instructor to effectively convey knowledge from one to another. You should be ready at any time to answer questions that may come up during your class. If you don't know the answer simply say so and talk about it and don't be afraid to ask a question. There is no such thing as a dumb question and typically the question you have others have also. It is encouraged that if you have a question to raise your hand and wait to be called upon. Remember each student has equal rights in the classroom and instructors want to answer as many questions as they can so the students have a good understanding of the topic.
- Practical/Study Sessions-during your EMT class you will have a number of practical and study sessions. These sessions are very important as you will be tested on the practical component during the final examination. Please remember even though you are given all of the answers for the practical examination you should concentrate on treating an actual patient. Once you have these skills in place you will not only be ready for the test but you will be more confident out in the field.

In Hospital/Ambulance Observation Guidelines

A minimum of ten hours in-hospital/ambulance service observation is required of an EMT student. The observation time is documented by completing the In-Hospital/Ambulance Service Observation Form located in Chapter 3 and is submitted to the course coordinator for recording and then returned to the student. This documentation is one of the forms an EMT-B student will submit to the instructor prior to the regional examination. In addition, the course coordinator will request that the hospital or ambulance service providing observation time complete an evaluation of the student by completing the Preceptor Evaluation Form located in the **Appendix**. The 10

hours are required by the time you take your final examination. You may choose to split the time with 5 hours on an ambulance or 5 hours in the hospital or you take all 10 hours on one or the other. Those hospital and ambulance sites agreeing to provide observation time do so voluntarily as they recognize the benefit it provides to both the student and patient. Always remember that the observation period is a privilege, not a right and a high level of professionalism is required.

When reporting for the in-hospital/ambulance service observation, please observe the following general guidelines as well as the specific guidelines required by the individual hospital/ambulance service you will be observing:

- Wear clean, dark colored, comfortable dress slacks and a plain white shirt without patches or logos. Shoes are to be clean and comfortable. No jeans, T-shirts, Western style boots, or open toe shoes should be worn. Jackets would also be appropriate but without patches or logos. Always remember to dress according to weather conditions. Bring gloves, head cover, etc., if weather conditions indicate a possible need.
- 2. Report on time to the staff person or area designated to you. You should cancel only if absolutely necessary. If it becomes necessary to cancel, notify the appropriate people as soon as possible. It is important to remember that available ride time may be limited and rescheduling may be difficult.
- 3. Maintaining patient confidentiality is mandatory. If you are found jeopardizing the patient/provider relationship, you will be dismissed immediately from further observation time and the EMT training program.
- 4. Be sure to read and follow specific observation policies for the hospital/ambulance service that is providing your observation time.
- 5. Never attempt to perform skills that are outside your training ability.

Vital Signs Form

An EMT student is required to demonstrate his/her ability to take a blood pressure, pulse, and respirations within specified limits. The vital signs performance evaluation form is located in Chapter 3 is to be completed and submitted to the course coordinator/instructor for recording and then returned to the student. The student will submit the vital signs performance documentation to their instructor prior to the regional examination.

Patient Assessment Form

An EMT student is required to complete 10 patient assessments on live or standardized (simulators, mannequins, classroom practice) patients. These may be completed in the ER or ambulance service, if allowed, and during classroom training & practice. The patient assessment form is located in Chapter 3 is to be completed and submitted to the course coordinator/instructor for recording and then returned to the student. The student

will submit the patient assessment form to their instructor prior to the regional examination.

National Registry Testing Process

EMT Practical Examination

The practical examination is based on the National Registry of Emergency Medical Technicians Skills Sheets located in Chapter 3. The results of the practical examination remain valid for up to one year after the date it was successfully completed. Both the practical and the computer based examination must be completed within one year of each other. For instance if you pass the practical examination and you do not complete the computer based exam within one year you will have to repeat the practical exam again. The National Registry requires that you complete both components within two years of the course completion date.

If the examinee fails two or less stations on the first attempt he/she is allowed a second attempt to pass those stations that same day. An examinee not successful on the second attempt is allowed a third attempt at a different site with a different examiner.

The failure of three or more stations during the first attempt results in a complete failure of the practical examination and requires the examinee to retest the entire practical examination at a later date with a different examiner. Prior to scheduling a second attempt, the examinee is required to provide documentation of having received remedial training.

An examinee is allowed to test a single skill a maximum of three times before retaking the entire practical examination. Failure to pass on the third attempt would require the examinee to document remedial training and retest the entire practical examination at another site.

EMT Computer Based Examination

An examinee is allowed three attempts to pass the computer based examination. A fourth attempt is allowed only after the completion of a state-approved National Standard EMT refresher course. All attempts to pass the computer based examination are to be completed within two years of the course completion and within one year of passing the practical examination.

Upon successful completion of the practical and computer based components of the National Registry examination candidates may check their exam status within 24-48 hours on line at www.nremt.org.

South Dakota EMT Certification

To become a South Dakota certified EMT, students are required to successfully complete the National Registry of EMT's practical and CBT examinations within two years of completing the course. To be eligible to take the National Registry practical and written examinations, the EMT-Basic student must

- be 18 years of age;
- have successfully completed the EMT course;
- have successfully completed the In-Hospital/Ambulance Service Observation form;
- have successfully completed the Vital Signs Performance Evaluation form;
- be currently certified in CPR; and
- have the course completion signed-off by the course coordinator/instructor.

Chapter 3: Forms, Skill Sheets, Registration Instructions

Please note on the top of all of the forms, except the National Registry score sheets, are instructions on where to submit the completed forms.

Forms:

- Emergency Room/Ambulance Observation
- Preceptor evaluation form
- Vital Sign evaluation form
- Patient Assessment
- Class Evaluation

Skill Sheets:

- Patient Assessment Medical
- Patient Assessment Trauma
- Oxygen Administration
- Bag-Valve-Mask Apneic Patient
- Cardiac Arrest Management/AED
- Spinal Immobilization Seated Patient
- Spinal Immobilization Supine Patient
- Bleeding Control/Shock Management
- Immobilization Skills/Long Bone Injury
- Immobilization Skills/Joint Immobilization

National Registry Registration Instructions

Creating Your Account/Applying for NREMT Exam

In-Hospital/Ambulance Service Observation Form (Submit to Course Coordinator)

This is to verify that	from
(course location) has completed	hours of the required ten (10) hour
In-Hospital/Ambulance Service Observation	on of the EMT Course.
Observation Site	
Observation Supervisor	
	from
(course location) has completed	hours of the required ten (10) hour
In-Hospital/Ambulance Service Observation	on of the EMT Course.
Observation Site	
Observation Supervisor	
Observation Supervisor's Title	
This is to verify that	from
(course location) has completed	hours of the required ten (10) hour
In-Hospital/Ambulance Service Observation	on of the EMT Course.
Observation Site	
Observation Supervisor	
Observation Supervisor's Title	

Clinical Site Evaluation Form

Name of Site
Type of facility (i.e. hospital, clinic, ambulance service)
What areas of the facility were you allowed in? (i.e. ER, hospital floor, clinic, etc.)
Time at Site
Date at site
Number patient contacts
Was your preceptor enthusiastic, helpful, available, have a good attitude?
How would you rate your overall experience?
Would you recommend this clinical site to other students?
Comments

Please make copies of this form as needed if doing clinicals at more than one site or on different dates.

Preceptor Evaluation Form (Submit to Course Coordinator)

Preceptor				
Hospital /Ambulance Service				
Please evaluate the student's ability/skills in a pre-hospital environment. Coform will benefit the student, course coordinator, and the state EMS Office.	or	np	let	ing this
Please Circle One: 1 (Excellent) 2 (Good) 3 (Average) 4 (Poor)				
1. Appearance (cleanliness, neatness) 1		2	3	4
2. Punctuation (was student on time)	1	2	3	4
3. Ability to interact with patients	1	2	3	4
4. Ability to interact with co-workers	1	2	3	4
5. Eagerness to become involved in patient care	1	2	3	4
6. Ability to follow instructions	1	2	3	4
7. Takes universal precautions	1	2	3	4
8. Patient assessment skills	1	2	3	4
9. Psychomotor skills	1	2	3	4
10. Provides proper treatment	1	2	3	4
11. Ability to perform under stress	1	2	3	4
12. Ability to convey information to others correctly	1	2	3	4
Are there areas the student could improve his/her skills or performa	ar	ice	?	

(Submit to Course Coordinator)

Vital Signs Performance Evaluation Form

The purpose of this evaluation is to assure that the student can demonstrate the

Student's Name _____

EMT, re Doctor take vit	egistered r is required	nurse, licensed pract I to check the stude	ctical nurse, physicia ent's readings for acc	within the specified limit in's assistant, or Medic curacy. Each student within the specified limit	al vill
Puls	se:	re: +/- 5 mmHg +/- 4 +/- 2			
		lly completed. Med dings on this form	-	ducting the evaluatio	'n
monitored. At this time	Student the readi	readings should the	en be given to the ex and it is determined	intil all patients have be aminer to be recorded whether additional eva ns must be turned in.	below
	I	Patient #1 Examiner/Student	Patient #2 Examiner/Student		
A. Blood	Pressure _.	/	/	/	
B. Pulse	· .		/	/	
C. Resp	irations _.	/	/	/	
Evaluator's	Signature	9	Evaluator's MD, or Othe	Title (i.e., EMT, LPN, R er)	N, PA
Evaluation	Date				

Patient Assessment Form (submit to Course Coordinator)

cardiac, respiratory, etc.)	Female	ER/Ambulance/Classroom	Signature

Stude	nt name (print):		
Stude	nt signature:	 	

EMT-BASIC PROGRAM EVALUATION FORM

(South Dakota EMS Office Copy)

	Course Location: _			_		
	Name (not required):	:				
No	I would recommend t	he EMT-Basic C Maybe		iend efinitel	,	
	•		_		,	
	The EMT Cours	se has met my e	xpectations			
Not at all	Just Barely	Definitely	В	eyond r	ny Expe	ectations
• .	tions are presented in output uture courses. Please lent 2. Good	circle one of the		evalua		se.
nstructors (enthusia	sm, attitude, interest, a	availability)	1	2	3	4
Training Methods (นะ	se of time, didactic, pra	acticals)	1	2	3	4
Education Literature	(textbooks, workbooks	s, handouts)	1	2	3	4
Audiovisual Aids (Po	werPoint, video, overh	eads)	1	2	3	4
Training Aids (availa	bility, use, practical lab	s)	1	2	3	4
Written and Practical	Examinations (unders	standable, benef	icial)1	2	3	4
_ength of Course (to	o short, too long, too fa	ast, too slow)	1	2	3	4
Overall Evaluation of	f Course		1	2	3	4
Additional Comme	ents, Recommendation she	s, or Ideas for fu et if necessary)	urther course	s/traini	ngs (us	e back of
						



PATIENT ASSESSMENT/MANAGEMENT - MEDICAL

Candidate: Exam	niner:		
	ature:		
Scenario #:			
Actual Time Started:	1	Possible Pointe	Points Awarded
Takes or verbalizes appropriate body substance isolation precautions		1	Awarueu
SCENE SIZE-UP		•	
Determines the scene/situation is safe		1	
Determines the mechanism of injury/nature of illness		i	
Determines the number of patients		1	
Requests additional help if necessary		1	
Considers stabilization of the spine		1	
PRIMARY SURVEY/RESUSCITATION	•		
Verbalizes general impression of the patient		1	
Determines responsiveness/level of consciousness (AVPU)		1	
Determines chief complaint/apparent life-threats		1	
Assesses airway and breathing			
-Assessment (1 point)		3	
-Assures adequate ventilation (1 point)		,	
-Initiates appropriate oxygen therapy (1 point)			
Assesses circulation			
-Assesses/controls major bleeding (1 point)		3	
-Checks pulse (1 point)		-	
-Assesses skin [either skin color, temperature or condition] (1 point)			
Identifies patient priority and makes treatment/ transport decision		1	
HISTORY TAKING			
History of the present illness			
-Onset (1 point) -Quality (1 point) -Severity (1 point)		8	
-Provocation (1 point) -Radiation (1 point) -Time (1 point)	nom (n	•	
 Clarifying questions of associated signs and symptoms related to OPQI 	CST (2 points)		
Past medical history		_	
	ling to present	5	
-Medications (1 point) -Last oral intake (1 point) illness (1 p	oint)		
SECONDARY ASSESSMENT			
Assesses affected body part/system			
-Cardiovascular -Neurological -Integumentary -Reproductive -Pulmonary -Musculoskeletal -GI/GU -Psychologic	2 -1/Ci-1	5	
-Pulmonary -Musculoskeletal -GI/GU -Psychologic VITAL SIGNS	al/Social		
	-1)		
-Pulse (1 point) -Respiratory rate and quality (1 point ex -Blood pressure (1point)	ien)	4	
States field impression of patient		1	
Interventions [verbalizes proper interventions/treatment]		1	
REASSESSMENT		1	
	. 197	,	
Demonstrates how and when to reassessment the patient to determine ch	anges in condition	1	
Provides accurate verbal report to arriving EMS unit		l	
Actual Time Ended:	TOTAL	42	

Critical Criteria
Failure to initiate or call for transport of the patient within 15 minute time limit
Failure to take or verbalize appropriate body substance isolation precautions
Failure to determine scene safety before approaching patient
Failure to voice and ultimately provide appropriate oxygen therapy
Failure to assess/provide adequate ventilation
Failure to find or appropriately manage problems associated with airway, breathing, hemorrhage
or shock
Failure to differentiate patient's need for immediate transportation versus continued assessment or
treatment at the scene
Performs secondary examination before assessing and treating threats to airway, breathing and
circulation
Orders a dangerous or inappropriate intervention
Failure to provide accurate report to arriving EMS unit
Failure to manage the patient as a competent EMT
Exhibits unacceptable affect with patient or other personnel
Uses or orders a dangerous or inappropriate intervention
eses of orders a dangerous of mappropriate intervention
You must factually document your rationale for checking any of the above critical items on this form (below or turn sheet over).
Comments:



PATIENT ASSESSMENT/MANAGEMENT - TRAUMA

Candidate: Examiner:			
Date: Signature:			
Scenario #:NOTE: Areas denoted by "##" may be integrated within sequence of Primary Su	rvey/Resuscitation	Possible	Points
Actual Time Started:		Points	Awarded
Takes or verbalizes appropriate body substance isolation precautions		1	
SCENE SIZE-UP			
Determines the scene/situation is safe		1	
Determines the mechanism of injury/nature of illness Determines the number of patients		1	
Determines the number of patients		1	
Requests additional EMS assistance if necessary		1	
Considers stabilization of the spine		1	
PRIMARY SURVEY/RESUSCITATION			
Verbalizes general impression of the patient	T	1	
Determines responsiveness/level of consciousness		i	
Determines chief complaint/apparent life-threats		1	
Airway			
-Opens and assesses airway (1 point) -Inserts adjunct as indicated (1 point)		2	
Breathing			
-Assesses breathing (1 point)			
-Assures adequate ventilation (1 point)		4	
-Initiates appropriate oxygen therapy (1 point)		,	
-Manages any injury which may compromise breathing/ventilation (1 point)			
Circulation			
-Checks pulse (1 point)			
-Assesses skin [either skin color, temperature or condition] (1 point)		4	
-Assesses sam jeune sam cotto, temperature of continuous (1 point) -Assesses for and controls major bleeding if present (1 point)		7	
-Assesses for any controls major of eleming in present (1 point) -Initiates shock management [positions patient properly, conserves body heat] (1 point)			
Identifies patient priority and makes treatment/ transport decision (based on calculated GCS)		_	
		1	
HISTORY TAKING			
Attempts to obtain sample history		1	
SECONDARY ASSESSMENT			
Head			
-Inspects mouth**, nose** and assesses facial area (1 point)		3	
-Inspects and palpates scalp and ears (1 point)		-	
-Assesses eyes** (1 point)			
Neck++			
-Checks position of trachea (1 point)		3	
-Checks jugular veins (1 point)		,	
-Palpates cervical spine (1 point)			
Chest**			
-Inspects chest (1 point)		3	
-Palpates chest (1 point)		,	
-Auscultates chest (1 point)			
Abdomen/pelvis**			
-Inspects and palpates abdomen (1 point)		3	
-Assesses pelvis (1 point)		,	
-Verbalizes assessment of genitalia/peringum as needed (1 point)			
Lower extremities**		2	
 Inspects, palpates and assesses motor, sensory and distal circulatory functions (1 point/leg) 		2	
Upper extremities			
-Inspects, palpates and assesses motor, sensory and distal circulatory functions (1 point/arm)		2	
Posterior thorax, humbar and buttocks**			
-Inspects and palpates posterior thorax (1 point)		2	
-Inspects and palpates lumbar and buttocks areas (1 point)	l	_	
VITAL SIGNS	•		
Obtains baseline vital signs [must include BP, P, R] (1 point)	-	1	
		+	
Manages secondary injuries and wounds appropriately		1	
REASSESSMENT			
Demonstrates how and when to reassesses the patient		l	
Actual Time Ended:	TOTAL	42	
			ı

Critical Criteria
Failure to initiate or call for transport of the patient within 10 minute time limit
Failure to take or verbalize body substance isolation precautions
Failure to determine scene safety
Failure to assess for and provide spinal protection when indicated
Failure to voice and ultimately provide high concentration of oxygen
Failure to assess/provide adequate ventilation
Failure to find or appropriately manage problems associated with airway, breathing, hemorrhage
or shock
Failure to differentiate patient's need for immediate transportation versus continued
assessment/treatment at the scene
Performs other assessment before assessing/treating threats to airway, breathing and circulation
Failure to manage the patient as a competent EMT
Exhibits unacceptable affect with patient or other personnel
Uses or orders a dangerous or inappropriate intervention
You must factually document your rationale for checking any of the above critical items on this form in the space
below
Comments:



OXYGEN ADMINISTRATION BY NON-REBREATHER MASK

Candidate:	xaminer.		
_	ignature:		
Actual Time Started:		Possible Points	Points Awarded
Takes or verbalizes appropriate body substance isolation pre-	autions	1	
Gathers appropriate equipment		1	
Cracks valve on the oxygen tank		1	
Assembles the regulator to the oxygen tank		1	
Opens the oxygen tank valve		1	
Checks oxygen tank pressure		1	
Checks for leaks		1	
Attaches non-rebreather mask to correct port of regulator		1	
Turns on oxygen flow to prefill reservoir bag		1	
Adjusts regulator to assure oxygen flow rate of at least 10 L/s	ninute	1	
Attaches mask to patient's face and adjusts to fit snugly		1	
Actual Time Ended:	TOTAL	11	
Failure to take or verbalize appropriate body substance isolation precautions Failure to assemble the oxygen tank and regulator without leaks Failure to prefill the reservoir bag Failure to adjust the oxygen flow rate to the non-rebreather mask of at least 10 L/minute Failure to assure a tight mask seal to patient's face Failure to manage the patient as a competent EMT Exhibits unacceptable affect with patient or other personnel Uses or orders a dangerous or inappropriate intervention You must factually document your rationale for checking any of the above critical items on this form (below or turn sheet over).			t over).
Comments:			



BVM VENTILATION OF AN APNEIC ADULT PATIENT

Candidate:	Examiner:		
Date:	Signature:		
		Possible	Points
Actual Time Started:		Points	Awarded
Takes or verbalizes appropria	ate body substance isolation precautions	1	
Checks responsiveness	NOTE: After checking responsiveness and breathing for at least 5 but no	1	
	more than 10 seconds, examiner informs the candidate, "The patient is		
Checks breathing	unresponsive and apneic."	1	
Requests additional EMS ass		1	
Checks pulse for at least 5 bu		1	
	t now inform the candidate, "You palpate a weak carotid pulse at a rate of 60."		
Opens airway properly			
	t now inform the candidate, "The mouth is full of secretions and vomitus."		
Prepares rigid suction cathete	I .	1	
Turns on power to suction de	vice or retrieves manual suction device	1	
Inserts rigid suction catheter	without applying suction	1	
Suctions the mouth and oropi	harynx	1	
	t now inform the candidate, "The mouth and oropharynx are clear."		
Opens the airway manually	the state of the same of the s	1	
Inserts oropharyngeal airway		1	
		_	
	t now inform the candidate, "No gag reflex is present and the patient accepts th	e airway adj	unct."
•	ediately using a BVM device unattached to oxygen		
-	late elects to ventilate initially with BVM attached to reservoir and oxygen so	1	
long as first ventilation is del	ivered within 30 seconds.]		
NOTE: The examiner mus	t now inform the candidate that ventilation is being properly performed without	difficulty.	
Re-checks pulse for at least 5	but no more than 10 seconds	1	
Attaches the BVM assembly	[mask, bag, reservoir] to oxygen [15 L/minute]	1	
Ventilates the patient adequa			
-Proper volume to make che	-	2	
	but not to exceed 12/minute] (1 point)		
_	t now ask the candidate, "How would you know if you are delivering appropria	te volumes u	ith each
ventilation?"	a now ask the canadate, 110% would you know g you are activeling appropriate	e rounnes n	ин висн
veniuauon:			_
Actual Time Ended:	TOTAL	17	
netual line Luce.			
Critical Criteria			
Failure to initiate ventils	ations within 30 seconds after taking body substance isolation precautions or		
	r greater than 30 seconds at any time		
•	ize body substance isolation precautions		
	y before ventilating the patient		
_			
_	an excessive and prolonged time		
_	iveness and breathing for at least 5 seconds but no more than 10 seconds		
	or at least 5 seconds but no more than 10 seconds		
	mately provide high oxygen concentration [at least 85%]		
	atient at a rate of at least 10/minute and no more than 12/minute		
	ate volumes per breath [maximum 2 errors/minute permissible]		
	djunct in a manner dangerous to the patient		
Failure to manage the patient as a competent EMT			
Exhibits unacceptable affect with patient or other personnel			
Uses or orders a dangerous or inappropriate intervention			
_			

You must factually document your rationale for checking any of the above critical items on this form (below or turn sheet over).



CARDIAC ARREST MANAGEMENT / AED

Candidate: Examiner:			
Date: Signature:			
Actual Time Started:	Possible Points	Points Awarded	
Takes or verbalizes appropriate body substance isolation precautions	1		
Determines the scene/situation is safe	1		
Attempts to question bystanders about arrest events	1		
Checks patient responsiveness	1		
NOTE: The examiner must now inform the candidate, "The patient is unresponsive."			
Assesses patient for signs of breathing [observes the patient and determines the absence of breathing or	1		
abnormal breathing (gasping or agonal respirations)]			
NOTE: The examiner must now inform the candidate, "The patient is apneic," or, "The patient has	gasping, ag	onal	
respirations."			
Checks carotid pulse [no more than 10 seconds]	1		
NOTE: The examiner must now inform the candidate, "The patient is pulseless."	·		
Immediately begins chest compressions [adequate depth and rate; allows the chest to recoil completely]	1		
Requests additional EMS response	1		
Performs 2 minutes of high quality, 1-rescuer adult CPR			
Adequate depth and rate (1 point)			
Correct compression-to-ventilation ratio (1 point)	5		
Allows the chest to recoil completely (1 point)	,		
Adequate volumes for each breath (1 point)			
Minimal interruptions of less than 10 seconds throughout (1 point)			
NOTE: After 2 minutes (5 cycles), patient is assessed and second rescuer resumes compressions whi	le candidate	operates	
AED.			
Turns-on power to AED	1		
Follows prompts and correctly attaches AED to patient	1		
Stops CPR and ensures all individuals are clear of the patient during rhythm analysis	1		
Ensures that all individuals are clear of the patient and delivers shock from AED	1		
Immediately directs rescuer to resume chest compressions	1		
Actual Time Ended: TOTAL	18		
Actual Time Ended: TOTAL	18		
Critical Criteria			
Failure to take or verbalize appropriate body substance isolation precautions			
Failure to immediately begin chest compressions as soon as pulselessness is confirmed			
Failure to deliver shock in a timely manner			
Interrupts CPR for more than 10 seconds at any point			
Failure to demonstrate acceptable high-quality, 1-rescuer adult CPR			
Failure to operate the AED properly			
Failure to correctly attach the AED to the patient			
Failure to assure that all individuals are clear of patient during rhythm analysis and before delivering shock(s) [verbalizes			
"All clear" and observes	B(-/[
Failure to immediately resume compressions after shock delivered			
Failure to manage the patient as a competent EMT			
Exhibits unacceptable affect with patient or other personnel			
Uses or orders a dangerous or inappropriate intervention			
You must factually document your rationale for checking any of the above critical items on this form (below or turn sheet over).			



SPINAL IMMOBILIZATION (SUPINE PATIENT)

Candidate: Examiner:			
Date: Signature:			
Actual Time Started:	Possible Points Points Awarder		
Takes or verbalizes body substance isolation precautions	1		
Directs assistant to place/maintain head in the neutral, in-line position	1		
Directs assistant to maintain manual stabilization of the head	1		
Reassesses motor, sensory, and circulatory functions in each extremity	1		
Applies appropriately sized extrication collar	1		
Positions the immobilization device appropriately	1		
Directs movement of the patient onto the device without compromising the inte spine	egrity of the 1		
Applies padding to voids between the torso and the device as necessary	1		
Immobilizes the patient's torso to the device	1		
Evaluates and pads behind the patient's head as necessary	i		
Immobilizes the patient's head to the device	1		
Secures the patient's legs to the device	1		
Secures the patient's arms to the device	1		
Reassesses motor, sensory, and circulatory function in each extremity	1		
Actual Time Ended:	TOTAL 14		
Critical Criteria Did not immediately direct or take manual stabilization of the head Did not properly apply appropriately sized cervical collar before ordering release of manual stabilization Released or ordered release of manual stabilization before it was maintained mechanically Manipulated or moved the patient excessively causing potential for spinal compromise Head immobilized to the device before device sufficiently secured to the torso Patient moves excessively up, down, left, or right on the device Head immobilization allows for excessive movement Upon completion of immobilization, head is not in a neutral, in-line position Did not reassess motor, sensory, and circulatory functions in each extremity after immobilizing patient to the device Failure to manage the patient as a competent EMT Exhibits unacceptable affect with patient or other personnel Uses or orders a dangerous or inappropriate intervention			



SPINAL IMMOBILIZATION (SEATED PATIENT)

Candidate: Date:	Examiner: Signature:			
Actual Time Started:			Possible Points	Point Award
Takes or verbalizes appropriate body substance isolation p	recautions		1	
Directs assistant to place/maintain head in the neutral, in-li			1	
Directs assistant to maintain manual stabilization of the he			1	
Reassesses motor, sensory, and circulatory functions in each	h extremity		1	
Applies appropriately sized extrication collar	•		1	
Positions the immobilization device behind the patient			1	
Secures the device to the patient's torso			1	
Evaluates torso fixation and adjusts as necessary			1	
Evaluates and pads behind the patient's head as necessary			1	
Secures the patient's head to the device			1	
Verbalizes moving the patient to a long backboard			1	
Reassesses motor, sensory, and circulatory function in each	1 extremity		1	
Actual Time Ended:		TOTAL	12	
Critical Criteria Did not immediately direct or take manual stabilization of the head Did not properly apply appropriately sized cervical collar before ordering release of manual stabilization Released or ordered release of manual stabilization before it was maintained mechanically Manipulated or moved the patient excessively causing potential spinal compromise Head immobilized to the device before device sufficiently secured to the torso Device moves excessively up, down, left, or right on the patient's torso Head immobilization allows for excessive movement Torso fixation inhibits chest rise, resulting in respiratory compromise Upon completion of immobilization, head is not in a neutral, in-line position Did not reassess motor, sensory, and circulatory functions in each extremity after voicing immobilization				
to the long backboard Failure to manage the patient as a competent EMT Exhibits unacceptable affect with patient or other pers Uses or orders a dangerous or inappropriate interventi				

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.



BLEEDING CONTROL/SHOCK MANAGEMENT

Candidate:	Examiner:			
Date:	Signature:			
Actual Time Started:			Possible Points	Points Awarded
Takes or verbalizes appropriate body substance isolation p	recautions		1	
Applies direct pressure to the wound			1	
NOTE: The examiner must now inform the candidate	that the wound continues to	bleed.		
Applies tourniquet			1	
NOTE: The examiner must now inform the candidate to hypoperfusion.	that the patient is exhibiting	signs a	and sympt	oms of
Properly positions the patient			1	
Administers high concentration oxygen			1	
Initiates steps to prevent heat loss from the patient			1	
Indicates the need for immediate transportation			1	
Actual Time Ended:	TOT	AL	7	
Critical Criteria Did not take or verbalize body substance isolation pre Did not administer high concentration of oxygen Did not control hemorrhage using correct procedures Did not indicate the need for immediate transportatio Failure to manage the patient as a competent EMT Exhibits unacceptable affect with patient or other per Uses or orders a dangerous or inappropriate intervent	in a timely manner n sonnel			

You must factually document your rationale for checking any of the above critical items on this form (below or turn sheet over).



LONG BONE IMMOBILIZATION

Candidate: Examiner: Signature:		
Actual Time Started:	Possible Points	Points Awarded
Takes or verbalizes appropriate body substance isolation precautions	1	
Directs application of manual stabilization of the injury	1	
Assesses distal motor, sensory, and circulatory functions in the injured extremity	1	
NOTE: The examiner acknowledges, "Motor, sensory, and circulatory functions are pres	ent and no	rmal."
Measures the splint	1	
Applies the splint	1	
Immobilizes the joint above the injury site	1	
Immobilizes the joint below the injury site	1	
Secures the entire injured extremity	1	
Immobilizes the hand/foot in the position of function	1	
Reassesses distal motor, sensory, and circulatory functions in the injured extremity	1	
NOTE: The examiner acknowledges, "Motor, sensory, and circulatory functions are pres	ent and no	rmal."
Actual Time Ended: TOTAL	10	
Critical Criteria Did not immediately stabilize the extremity manually Grossly moves the injured extremity Did not immobilize the joint above and the joint below the injury site Did not immobilize the hand or foot in a position of function Did not reassess distal motor, sensory, and circulatory functions in the injured extremity before and after splinting Failure to manage the patient as a competent EMT Exhibits unacceptable affect with patient or other personnel Uses or orders a dangerous or inappropriate intervention		

You must factually document your rationale for checking any of the above critical items on this form (below or turn sheet over).



JOINT IMMOBILIZATION

Candidate: Date:	Examiner:Signature:		
Actual Time Started:		Possible Points	Points Awarded
Takes or verbalizes appropriate body substance isolation pr	recautions	1	
Directs application of manual stabilization of the injury		1	
Assesses distal motor, sensory, and circulatory functions in		1	
NOTE: The examiner acknowledges, "Motor, sensory, a	ınd circulatory functions are p	resent and no	ormal."
Selects the proper splinting material		1	
Immobilizes the site of the injury		1	
Immobilizes the bone above the injury site		1	
Immobilizes the bone below the injury site		1	
Secures the entire injured extremity		1	
Reassesses distal motor, sensory, and circulatory functions		1	
NOTE: The examiner acknowledges, "Motor, sensory, a	ınd circulatory functions are p	resent and no	ormal."
Actual Time Ended:	TOTAL	L 9	
Critical Criteria Did not immediately stabilize the extremity manually Grossly moves the injured extremity Did not immobilize the bone above and below the injury site Did not reassess distal motor, sensory, and circulatory functions in the injured extremity before and after splinting Failure to manage the patient as a competent EMT Exhibits unacceptable affect with patient or other personnel Uses or orders a dangerous or inappropriate intervention			

You must factually document your rationale for checking any of the above critical items on the reverse side of this form.

APPENDIX A NATIONAL REGISTRY REGISTRATION SHEET

EMS Students!



Follow These Steps to Take The NREMT Exam

Follow these easy steps 3 to 4 weeks in advance of when you plan to test. If you need additional assistance, please contact the NREMT at 614-888-4484. We're ready to help!

Step 1: Create Your Account

- Go to nremt.org and click on 'Login' (found in the blue bar at the top of the NREMT home page).
- . Click on 'Set Up New Account' and follow the instructions.

Step 2: Login

 After you have completed Step 1, you can follow the link and login with the username and password you created.

Step 3: Manage Your Account Information

 Complete all the information in the Personal Account Information fields as prompted. The name you include in this area should be the same as what appears on your drivers license (or the ID you will present at the testing center), and is what will appear on your application, National Registry certificate and card upon successful completion of the examination.

Read this to avoid delay! Make sure the name you use to set up your Account matches the name on your drivers license EXACTLY (or the ID you will present at the testing center) or you will be denied access to the testing center on the day of your exam!

Step 4: Create a New Application

- Click on 'Create a New Application' to apply to take your exam.
- Review the Personal Information Summary If any Items are incorrect, you can make corrections by clicking on 'Manage Account Information'.
- Select the application level you wish to complete.

Step 5: Pay Application Fee

 It is recommended that you pay your application fee at the time you complete your online application. However, if you choose, you may pay at a later date.

Read this to avoid delay! An Authorization to Test (ATT) Letter allowing you to schedule your exam will not be issued until payment has been received and all other verifications are complete.

 You can pay by credit/debit online or print a money order tracking slip for mailing your money order to the NREMT.

Step 6: Check to See if You Are Approved to Take Your Exam

 When all areas of the application process are completed and have been verified, you will see the following link: 'Print ATT Letter'.

Read this to avoid delay! You will only see 'Print ATT Letter' when you have been verified to test! This link will not appear if the verification process is not yet complete!

- Monitor the progress of your application and watch for your Authorization to Test (ATT) Letter by going to the NREMT home page and logging in using your username and password.
- · Click on 'Candidate Services'.
- · Click on 'Application Status'.
- If you see 'Submitted' next to 'Course Completion Verification', this
 means the NREMT has submitted your information to the program
 you indicated, and is waiting for authorization from the program
 indicating that you have completed the course.
- If you see the link 'Print ATT Letter', click on the link.

Step 7: Print the ATT Letter to Schedule Your Exam

· Scroll down to see if the 'Print ATT Letter' appears.

Read this to avoid delay! Click on this link to print your ATT Letter. Print and follow the instructions in your ATT Letter.

Step 8: Call Pearson VUE to Schedule Your Exam

- Your ATT Letter will contain the Pearson VUE phone number to call to schedule your examination.
- Your ATT Letter will also include other important information you should read carefully!
 - · Read this to avoid delay!
 - You can reschedule your exam up to 24 hours in advance by calling Pearson VUE at 1-866-673-6896 or visiting the Pearson VUE website. If you fail to appear for your exam, you will have to complete a new application and pay another application fee!
 - Refunds cannot be issued for no-shows.
 - If you arrive late for your exam, you may lose your appointment!

Additional informational can be found on the NREMT instructional DVD.

Ask your instructor for more information or visit the NREMT website at www.NREMT.org.

Revisions and updates may be necessary to make the CBT transition as smooth as possible. Please refer to the NREMT website for the most current policies and procedures. Release date 11.06 Revised 6/07

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